



**STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
COUNCIL ON AFFORDABLE HOUSING
PETITION APPLICATION**



This application is a guideline for creating a Housing Element and Fair Share Plan. A completed version of this application must be submitted as part of your petition for substantive certification to COAH. This application will be used by COAH staff to expedite review of your petition. This application can serve as your municipality's Fair Share Plan. A brief narrative component of the Fair Share Plan should be included with this application and can serve primarily to supplement the information included in the application form. Additionally, the narrative section of the Fair Share plan would include a description of any waivers being requested.

This form reflects COAH's newly adopted procedural and substantive rules and the amendments to those rules adopted on September 22, 2008. Footnotes and links to some helpful data sources may be found at the end of each section. **To use this document electronically, use the TAB KEY to navigate from field to field. Enter data or use the Right Mouse Button to check boxes.**

MUNICIPALITY	Verona_	COUNTY	Essex
COAH REGION	<u>2</u>	PLANNING AREA(S)	PA2
SPECIAL RESOURCE AREA(S)	None		
PREPARER NAME	_Jason L. Kasler, Aicp, Pp____	TITLE	Consulting Planner
EMAIL	Jasonka@Aol.Com	PHONE NO.	908-598-1666
ADDRESS	34 Little Brook Road Springfield, Nj 07081	FAX NO.	908-273-9631
MUNICIPAL HOUSING LIAISON	Joseph Martin	TITLE	Business Administrator
EMAIL	Jmartin@Veronanj.Org	PHONE NO.	_973-239-3220
ADDRESS	<u>600 Bloomfield Avenue</u>	FAX NO.	_____

Enter the date(s) that COAH granted Substantive Certification or that the Court granted a Judgment of Compliance (JOC) on the Housing Element and Fair Share Plan.

History of Approvals	<u>COAH</u>	<u>JOC</u>	<u>N/A</u>
First Round	_____	_____	<input checked="" type="checkbox"/>
Second Round	<u>8/2/1995</u>	_____	<input type="checkbox"/>
Extended Second Round	<u>2/9/2005</u>	_____	<input type="checkbox"/>

Does the Petition include any requests for a waiver from COAH Rules? ☐ Yes ☒ No
If Yes, Please note rule section from which waiver is sought and describe further in a narrative section: _____

FILING/PETITION DOCUMENTS (N.J.A.C. 5:96-2.2/3.2 & N.J.A.C. 5:97-2.3/3.2)

All of the following documents must be submitted in order for your petition to be considered complete. Some documents may be on file with COAH. Please denote by marking the appropriate box if a document is attached to the Housing Element and Fair Share Plan or if you are using a document on file with COAH from your previous third round submittal to support this petition. Shaded areas signify items that must be submitted anew.

Included	On File	Required Documentation/Information
<input checked="" type="checkbox"/>		Certified Planning Board Resolution adopting or amending the Housing Element & Fair Share Plan
<input checked="" type="checkbox"/>		Certified Governing Body Resolution endorsing an adopted Housing Element & Fair Share Plan and either (check appropriate box): <input type="checkbox"/> Petitioning <input type="checkbox"/> Filing <input checked="" type="checkbox"/> Re-petitioning <input type="checkbox"/> Amending Certified Plan
<input checked="" type="checkbox"/>		Service List (in the new format required by COAH)
<input checked="" type="checkbox"/>		Adopted Housing Element & Fair Share Plan narrative (including draft and/or adopted ordinances necessary to implement the Plan)
<input type="checkbox"/> <input checked="" type="checkbox"/> N/A		If applicable, Implementation Schedule(s) with detailed timetable for the creation of units and for the submittal of all information and documentation required by N.J.A.C. 5:97-3.2(a)4
<input type="checkbox"/> <input checked="" type="checkbox"/> N/A	<input type="checkbox"/>	If applicable, Litigation Docket No., OAL Docket No., Settlement Agreement and Judgment of Compliance or Court Master's Report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Municipal Master Plan (most recently adopted; if less than three years old, the immediately preceding, adopted Master Plan)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Municipal Zoning Ordinance (most recently adopted) ¹ Date of Last Amendment: _____ Date of Submission to COAH: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Municipal Tax Maps (most up-to-date, electronic if available) Date of Last Revision: <u>6/20/2007</u> Date of Submission to COAH: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other documentation pertaining to the review of the adopted Housing Element & Fair Share Plan(list): _____

FOR OFFICE USE ONLY

Date Received _____ Affidavit of Public Notice _____ Date Deemed
Complete/Incomplete _____ Reviewer's Initials _____

¹ Pursuant to N.J.S.A. N.J.S.A. 52:27D-307, as amended by PL 2008 c.46, any residential development resulting from a zoning change made to a previously non-residentially-zoned property, where the change in zoning precedes or follows the application for residential development by no more than 24 months, shall require that a percentage be reserved for occupancy by low or moderate income households.

HOUSING ELEMENT

(N.J.A.C. 5:97-2 & N.J.S.A. 40:55D-1 et seq.)

The following issues and items must be addressed in the Housing Element for completeness review. Where applicable, provide the page number(s) on which each issue and/or item is addressed within the narrative Housing Element.

1. The plan includes an inventory of the municipality's housing stock by¹:

- ☒ Age;
- ☒ Condition;
- ☒ Purchase or rental value;
- ☒ Occupancy characteristics; and
- ☒ Housing type, including the number of units affordable to low and moderate income households and substandard housing capable of being rehabilitated

☒ Yes, Page Number: 3 ☐ No (incomplete)

2. The plan provides an analysis of the municipality's demographic characteristics, including, but not necessarily limited to²:

- ☒ Population trends
- ☒ Household size and type
- ☒ Age characteristics
- ☒ Income level
- ☒ Employment status of **residents**

☒ Yes, Page Number: 9 ☐ No (incomplete)

3. The plan provides an analysis of existing and future employment characteristics of the **municipality**, including but not limited to³:

- ☒ Most recently available in-place employment by industry sectors and number of persons employed;
- ☒ Most recently available employment trends; and
- ☒ Employment outlook

☒ Yes, Page Number: 26 ☐ No (incomplete)

4. The plan includes a determination of the municipality's present and prospective fair share for low and moderate income housing and an analysis of how existing or proposed changes in zoning will provide adequate capacity to accommodate residential and non-residential growth projections.
AND

The analysis covers the following:

- ☒ The availability of existing and planned infrastructure;
- ☒ The anticipated demand for the types of uses permitted by zoning based on present and anticipated future demographic characteristics of the municipality;
- ☒ Anticipated land use patterns;
- ☒ Municipal economic development policies;
- ☒ Constraints on development including State and Federal regulations, land ownership patterns, presence of incompatible land uses or sites needing remediation and environmental constraints; and
- ☒ Existing or planned measures to address these constraints.

☒ Yes, Page Number: 35 ☐ No (incomplete)

5. The plan includes a consideration of lands that are most appropriate for construction of low and moderate income housing and of the existing structures most appropriate for conversion to, or rehabilitation for, low and moderate income housing, including a consideration of lands of developers who have expressed a commitment to provide low and moderate income housing.

☒ Yes, Page Number: 33 ☐ No (incomplete)

6. The plan relies on household and employment projections for the municipality as provided in Appendix F of COAH's rules (if yes check the yes box below and check no in lines 6a-8).

☐ Yes, Page Number: _____ ☒ No (go to 6a)

- 6a. The Plan relies on higher household and employment projections for the municipality as permitted under N.J.A.C. 5:97-2.3(d) (optional - see Fair Share Plan section starting on page 7 of this application).

☐ Yes (go to 7 and 8) ☒ No (go to 6b)

- 6b. The Plan relies on a request for a downward adjustment to household and employment projections for the municipality as provided in N.J.A.C. 5:97-5.6 (optional - see Fair Share Plan section starting on page 7 of this application).

☒ Yes, Page Number: 34 ☐ No

7. If the municipality anticipates higher household projections than provided by COAH in Appendix F, the plan projects the municipality's probable future construction of housing for fifteen years covering the period January 1, 2004 through December 31, 2018 using the following minimum information for residential development:

- ☐ Number of units for which certificates of occupancy were issued since January 1, 2004;
- ☐ Pending, approved and anticipated applications for development;
- ☐ Historical trends, of at least the past 10 years, which includes certificates of occupancy issued; and
- ☐ The worksheet for determining a higher residential growth projection provided by COAH. (Worksheets are available at www.nj.gov/dca/coah/planningtools/gscalculators.shtml)

☐ Yes, Page Number: _____

☒ No (incomplete)

☒ Not applicable (municipality accepts COAH's projections)

8. If the municipality anticipates higher employment projections than provided by COAH in Appendix F, the plan projects the probable future jobs based on the use groups outlined in Appendix D for fifteen years covering the period January 1, 2004 through December 31, 2018 for the municipality using the following minimum information for non-residential development:

- ☐ Square footage of new or expanded non-residential development authorized by certificates of occupancy issued since January 1, 2004;
- ☐ Square footage of pending, approved and anticipated applications for development;
- ☐ Historical trends, of at least the past 10 years, which shall include square footage authorized by certificates of occupancy issued;
- ☐ Demolition permits issued and projected for previously occupied non-residential space; and
- ☐ The worksheet for determining a higher non-residential growth projection provided by COAH.

☐ Yes, Page Number: _____

☒ No (incomplete)

☒ Not applicable (municipality accepts COAH's projections)

9. The plan addresses the municipality's :

- ☒ Rehabilitation share (from Appendix B);
- ☒ Prior round obligation (from Appendix C); and
- ☒ Projected growth share in accordance with the procedures in N.J.A.C. 5:97-2.4.

☒ Yes, Page Number: 32 ☐ No (incomplete)

10. If applicable, the plan includes status of the municipality's application for plan endorsement from the State Planning Commission.

☐ Yes, Page Number: _____ ☐ No (incomplete) ☒ Not Applicable

Petition date: _____ Endorsement date: _____

¹ Information available through the U.S. Census Bureau at

http://factfinder.census.gov/servlet/ACSSAFFHousing?sse=on&submenuId=housing_0

² Information available through the U.S. Census Bureau at <http://factfinder.census.gov/home/saff/main.html>.

³ Information available through the New Jersey Department of labor at

<http://www.wnjp.in.net/OneStopCareerCenter/LaborMarketInformation/lmi14/index.html>

FAIR SHARE PLAN (N.J.A.C. 5:97-3)

Please provide a summary of the Fair Share Plan by filling out all requested information. Enter N/A where the information requested does not apply to the municipality. A fully completed application may serve as the actual Fair Share Plan. A brief narrative should be attached to supplement the information included in the application form. Additionally, the narrative section of the Fair Share plan would fully describe, under a separate heading, any waivers that are being requested.

Determining the 1987-2018 Fair Share Obligation

The following tables will assist you in determining your overall 1987-2018 fair share obligation. For each cycle of the affordable housing need and rehabilitation share, please use the “need” column to enter the number of units addressed in the municipal petition. Where the municipality has received and/or is proposing any adjustments to its rehabilitation share, prior round and/or growth share obligation, use the footnotes providing rule references and follow the procedures for determining the municipal need and/or for calculating any adjustments applicable to the municipality. Enter the affordable housing need as provided by COAH or that results from the adjustment under the “Need” column.

Line		<u>Need</u>
1	<input type="radio"/> Rehabilitation Share (From <u>N.J.A.C. 5:97 Appendix B</u>) OR	<u>28</u>
2	<input type="radio"/> Optional Municipally Determined Rehabilitation Share (If a municipally determined rehabilitation share is being used, attach the survey results as an exhibit to this application and indicate that it is attached as Exhibit _____.)	_____
		<u>Need</u>
3	<input type="radio"/> Prior Round (1987-1999) Affordable Housing Obligation (From <u>N.J.A.C. 5:97 Appendix C</u>)	<u>24</u>
	<input type="radio"/> Prior Round Adjustments:	
	<input type="radio"/> 20% Cap Adjustment	_____
	<input type="radio"/> 1000 Unit Cap Adjustment	_____
4	Total Prior Round Adjustments	_____
5	Adjusted Prior Round Obligation: (Number in Appendix C minus Total Prior Round Adjustment(s))	<u>24</u>
	<input type="radio"/> Prior Round Vacant Land Adjustment (Unmet Need)	_____
6	Realistic Development Potential(RDP) ¹	_____

¹ RDP = Adjusted Prior Round Obligation minus Vacant Land Adjustment

Determining the Growth Share Obligation

All municipalities must complete the “COAH projections” table below. Only municipalities that anticipate higher projections or that are seeking a growth projection adjustment based on a demonstration that insufficient land capacity exists to accommodate COAH projections need complete the corresponding additional table. COAH has published three workbooks in Excel format to assist with preparing this analysis. All municipalities must complete Workbook A. Workbook B must be used when the municipality anticipates that its growth through 2018 is likely to exceed the growth through 2018 that has been projected by COAH and the municipality wants to plan accordingly. Workbook C must be used by municipalities seeking a downward adjustment to the COAH-generated growth projections based on an analysis of municipal land capacity. Workbooks may be found at the following web location:

www.nj.gov/dca/coah/planningtools/gscalculators.shtml.

The applicable workbook has been completed and is attach to this application as Exhibit _____.

Line ○ *Required 2004-2018 COAH Projections and Resulting Projected Growth Share*

Household Growth (From Appendix F)	<u>362</u>	Employment Growth (From Appendix F)	<u>928</u>
Household Growth After Exclusions (From Workbook A)	_____	Employment Growth After Exclusions (From Workbook A)	_____
Residential Obligation (From Workbook A)	<u>72.40</u>	Non-Residential Obligation (From Workbook A)	<u>58.00</u>
7	Total 2004-2018 Growth Share Obligation		<u>131.00</u>

○ *Optional 2004-2018 Municipal Projections Resulting in Higher Projected Growth Share*

Household Growth After Exclusions (From Workbook B)	_____	Employment Growth After Exclusions (From Workbook B)	_____
Residential Obligation (From Workbook B)	_____	Non-Residential Obligation (From Workbook B)	_____
8	Total 2004-2018 Projected Growth Share Obligation		_____

○ *Optional Municipal Adjustment to 2004-2018 Projections and Resulting Lower Projected Growth Share*

Household Growth After Exclusions (From Workbook C)	<u>125</u>	Employment Growth After Exclusions (From Workbook C)	<u>162</u>
Residential Obligation (From Workbook C)	<u>25.00</u>	Non-Residential Obligation (From Workbook C)	<u>10.00</u>
9	Total 2004-2018 Growth Share Obligation		<u>35.00</u>

10 **Total Fair Share Obligation** (Line 1 or 2 + Line 5 or 6 + Line 7, 8 or 9) 87.00

Summary of Plan for Total 1987-2018 Fair Share Obligation

(For each mechanism, provide a description in the Fair Share Plan narrative. In the table below, specify the number of completed or proposed units associated with each mechanism.)

	<u>Completed</u>	<u>Proposed</u>	<u>Total</u>
Rehabilitation Share			<u>-28</u>
<i>Less: Rehabilitation Credits</i>	_____		_____
Rehab Program(s)		_____	_____
Remaining Rehabilitation Share			_____
Prior Round (1987-1999 New Construction) Obligation			<u>-24</u>
<i>Less: Vacant Land Adjustment (If Applicable)</i>			
<i>(Enter unmet need as the adjustment amount. Unmet need = Prior round obligation minus RDP):</i>			_____
Unmet Need			_____
RDP	_____	_____	_____
Mechanisms addressing Prior Round			
Prior Cycle Credits (1980 to 1986)		_____	_____
Credits without Controls	_____	_____	_____
Inclusionary Development/Redevelopment	_____	_____	_____
100% Affordable Units	<u>159</u>	_____	<u>159</u>
Accessory Apartments	_____	_____	_____
Market-to-Affordable	_____	_____	_____
Supportive & Special Needs	_____	_____	_____
Assisted Living	_____	_____	_____
RCA Units previously approved	_____	_____	_____
Other	_____	_____	_____
Prior Round Bonuses	_____	_____	_____
Remaining Prior Round Obligation	_____	_____	_____
Third Round Projected Growth Share Obligation			<u>-35</u>
<i>Less: Mechanisms addressing Growth Share</i>			
Inclusionary Zoning	_____	_____	_____
Redevelopment	_____	_____	_____
100% Affordable Development	_____	_____	_____
Accessory Apartments	_____	_____	_____
Market-to-Affordable Units	_____	_____	_____
Supportive & Special Need Units	_____	_____	_____
Assisted Living: post-1986 Units	_____	_____	_____
Other Credits	_____	_____	_____
Compliance Bonuses	_____	_____	_____
Smart Growth Bonuses	_____	_____	_____
Redevelopment Bonuses	_____	_____	_____
Rental Bonuses	_____	_____	_____
Growth Share Total	_____	_____	<u>-35</u>
Remaining (Obligation) or Surplus	_____	_____	<u>72</u>

PARAMETERS¹

<u>Prior Round 1987-1999</u>			
RCA Maximum		RCAs Included	0
Age-Restricted Maximum	13	Age-Restricted Units Included	0
Rental Minimum	13	Rental Units Included	159

<u>Growth Share 1999-2018</u>			
Age-Restricted Maximum	9	Age-Restricted Units Included	0
Rental Minimum	9	Rental Units Included	159
Family Minimum	18	Family Units Included	159
Very Low-Income Minimum ²	5	Very Low-Income Units Included	48

¹ Pursuant to the procedures in N.J.A.C. 5:97-3.10-3.12

² Pursuant to N.J.S.A. 52:27D-329.1, adopted on July 17, 2008, at least 13 percent of the housing units made available for occupancy by low-income and moderate income households must be reserved for occupancy by very low income households.

Summary of Built and Proposed Affordable Housing

Provide the information requested regarding the proposed program(s), project(s) and/or unit(s) in the Fair Share Plan. Use a separate line to specify any bonus associated with any program, project and/or unit in the Plan. As part of completeness review, all monitoring forms must be up-to-date (i.e. 2007 monitoring must have been submitted previously or included with this application) and all proposed options for addressing the affordable housing obligation must be accompanied by the applicable checklist(s) (found as appendices to this application). Enter whether a project is proposed or completed and attach the appropriate form or checklist for each mechanism as appendices to the plan. Please note that bonuses requested for the prior round must have been occupied after December 15, 1986 and after June 6, 1999 for the third round.

Please make sure that a corresponding mechanism checklist is submitted for each mechanism being employed to achieve compliance. Separate checklists for each mechanism are available on the COAH website at www.nj.gov/dca/coah/planningtools/checklists.shtml.

Table 1. Projects and/or units addressing the Rehabilitation Share

Project/Program Name	Proposed (use Checklists) or Completed (use <u>Rehabilitation Unit Survey Form</u>)	Rental, Owner Occupied or Both Rentals	Checklist or Form Appendix Location ¹
1. <u>Municipal Progra</u>	<u>Completed</u>	<u>Rentals</u>	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

¹ If all completed units have already been reported to COAH as part of 2007 monitoring or subsequent CTM updates, there is no need to re-submit Rehabilitation Unit Survey Forms. If additional units have been completed subsequent to 2007 monitoring, the municipality may submit updated forms. If the plan relies only on completed units previously reported via 2007 monitoring, enter "on file" in this column.

Table 2. Programs, Projects and/or units addressing the Prior Round.

Project/Program Name	Mechanism or Bonus Type	Proposed (use checklists) or Completed (use Project/Unit Program Information Forms)	Units Addressing Obligation (Note with “BR” where Special Needs bedrooms apply)	Number Addressing Rental Obligation)	Number Subject to Age- Restricted Cap	Checklist or Form Appendix Location¹
1. Section 8 Housing	_____	<u>Completed</u>	<u>159</u>	<u>159</u>	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____	_____
Subtotal from any additional pages used				_____		
Total units (proposed and completed)				<u>159</u>		
Total rental				<u>159</u>		
Total age-restricted				_____		
Total very-low				<u>48</u>		
Total bonuses				_____		
Please add additional sheets as necessary.						

¹ If all completed units have already been reported to COAH as part of 2007 monitoring or subsequent CTM updates, there is no need to re-submit monitoring forms. If additional units have been completed subsequent to 2007 monitoring, the municipality may submit updated forms. If the plan relies only on completed units previously reported via 2007 monitoring, enter “on file” in this column.

Table 3. Programs, Projects and/or Units Addressing the Third Round.

Project Name	Mechanism or Bonus Type	Proposed (use checklist(s)) or Completed (use Project/Unit Program Information Form)	Units Addressing Obligation (Note with "BR" where Special Needs bedrooms apply)	Units Addressing Rental Obligation	Units Addressing Family Obligation	Units Subject to Age- restricted Cap	Checklist or Form Appendix Location ¹
16. Section 8 Housing		<u>Completed</u>	<u>159</u>	<u>159</u>	<u>159</u>	_____	_____
17.		_____	_____	_____	_____	_____	_____
18.		_____	_____	_____	_____	_____	_____
19.		_____	_____	_____	_____	_____	_____
20.		_____	_____	_____	_____	_____	_____
21.		_____	_____	_____	_____	_____	_____
22.		_____	_____	_____	_____	_____	_____
23.		_____	_____	_____	_____	_____	_____
24.		_____	_____	_____	_____	_____	_____
25.		_____	_____	_____	_____	_____	_____
26.		_____	_____	_____	_____	_____	_____
27.		_____	_____	_____	_____	_____	_____
28.		_____	_____	_____	_____	_____	_____
29.		_____	_____	_____	_____	_____	_____
30.		_____	_____	_____	_____	_____	_____
Subtotal from any additional pages used		_____	Total units (proposed and completed)		_____		
Total family units		_____	Total rental units		<u>159</u>		
Total age-restricted units		_____	Total family rental units		_____		
Total Supportive/Special Needs units		_____	Total very-low units		<u>48</u>		
Total Special Needs bedrooms		_____	Total bonuses		_____		

Please add additional sheets as necessary.

¹ If all completed units have already been reported to COAH as part of 2007 monitoring or subsequent CTM updates, there is no need to re-submit monitoring forms. If additional units have been completed subsequent to 2007 monitoring, the municipality may submit updated forms. If the plan relies only on completed units previously reported via 2007 monitoring, enter "on file" in this column.

Please answer the following questions necessary for completeness review regarding the municipality's draft and/or adopted implementing ordinances.

AFFORDABLE HOUSING TRUST FUND (N.J.A.C. 5:97-8)

1. Does the municipality have an affordable housing trust fund account? (**Note: Pursuant to P.L. 2008 c.46, municipalities that do not submit a fully executed escrow agreement will forfeit the ability to retain development fees.**)
- ☒ Yes, Bank Name JPMorgan Chase Bank
- (Choose account type) ☒ Separate interest-bearing account
- ☐ State of New Jersey cash management fund
- ☐ No (**Skip to the Affordable Housing Ordinance section**)
2. Has an escrow agreement been executed? ☒ Yes ☐ No
(**If no, petition is incomplete. Submit an executed escrow agreement.**)
3. Is all trust fund monitoring up-to-date as of December 31, 2007? ☒ Yes ☐ No
(**If no, petition is incomplete. Submit an updated trust fund monitoring report.**)

DEVELOPMENT FEE ORDINANCES (N.J.A.C. 5:97-8.3)

1. Does the Fair Share Plan include a proposed or adopted development fee ordinance? (**Note: Pursuant to P.L. 2008 c.46, municipalities that do not submit a development fee ordinance will forfeit the ability to retain non-residential development fees**)
- ☒ Yes,
- ☒ Adopted **OR** ☐ Proposed
- ☐ No **Skip to the next category; Payments-in-Lieu**
2. If adopted, specify date of COAH/Court approval here: June 19, 2006
- Have there been any amendments to the ordinance since COAH or the Court approved the ordinance?
- ☐ Yes, Ordinance Number. _____ Adopted on¹ _____
- ☒ No (**Skip to the next category; Payments-in-Lieu**)
- If yes, is the amended ordinance included with your petition?
- ☐ Yes
- ☐ No, (**Petition is incomplete. Submit ordinance with governing body resolution requesting COAH approval of amended ordinance**)

3. Does the ordinance follow the ordinance model **updated September 2008** and available at www.nj.gov/dca/coah/round3resources.shtml? If yes, skip to question 5.

☐ Yes ☒ No

4. If the answer to 3. above is no, indicate that the necessary items below are addressed before submitting the Development Fee ordinance to COAH:

Information and Documentation

The ordinance imposes a residential development fee of 1.00% and a Non-residential fee of 2.5 %

☒ A description of the types of developments that will be subject to fees per N.J.A.C. 5:97-8.3(c) and (d);

☒ A description of the types of developments that are exempted per N.J.A.C. 5:97-8.3(e)

☒ A description of the amount and nature of the fees imposed per N.J.A.C. 5:97-8.3(c) and (d)

☒ A description of collection procedures per N.J.A.C. 5:97-8.3(f)

☒ A description of development fee appeals per N.J.A.C. 5:97-8.3(g)

☒ A provision authorizing COAH to direct trust funds in case of non-compliance per N.J.A.C. 5:97-8.3(h)

☐ If part of a court settlement, submit court ordered judgment of compliance, implementation ordinances, information regarding period of time encompassed by the judgment of compliance and a request for review by the court

5. Does the ordinance include an affordability assistance provision per N.J.A.C. 5:97-8.8 (**Note: must be at least 30 percent of all development fees plus interest**)?

☒ Yes (Specify actual or anticipated amount) \$152,368

☐ No **Submit an amended ordinance with provisions for affordability assistance along with a governing body resolution requesting COAH approval of the amended ordinance.)**

■ If yes, what kind of assistance is offered?

Funds may be utilized for rehabilitation, new construction, ECHO housing, purchase of land to be utilized for affordable housing, improvements to land to be used for affordable housing, purchasing of housing, extensions or improvement of roads and infrastructure to affordable housing sites, financial assistance designed to increase affordability.

■ Has an affordability assistance program manual been submitted? ☐ Yes ☒ No

¹ Any amendment to a previously approved and adopted development fee ordinance must be submitted to COAH along with a resolution requesting COAH's review and approval of the amendment prior to the adoption of said amendment by the municipality.

**PAYMENTS-IN-LIEU OF CONSTRUCTING AFFORDABLE UNITS ON
SITE (N.J.A.C. 5:97-8.4)**

1. Does the Fair Share Plan include an inclusionary zoning ordinance that provides for payments-in-lieu as an option to the on-site construction of affordable housing?
☒ Yes ☐ No (**Skip to the next category; Barrier Free Escrow**)
2. Does the plan identify an alternate site and/or project for the payment-in-lieu funds? (**Optional**)
☐ Yes (**attach applicable checklist**)
☒ No (identify possible mechanisms on which payment in lieu will be expended in narrative section of plan.)
3. Does the ordinance include minimum criteria to be met before the payments-in-lieu becomes an available option for developers? (**Optional**)
☐ Yes (indicate ordinance section) _____
☒ No

BARRIER FREE ESCROW/OTHER FUNDS (N.J.A.C. 5:97-8.5/8.6)

1. Has the municipality collected or does it anticipate collecting fees to adapt affordable unit entrances to be accessible in accordance with the Barrier Free Subcode, N.J.A.C. 5:23-7?
☐ Yes ☒ No
2. Does the municipality anticipate collecting any other funds for affordable housing activities?
☐ Yes (specify funding source and amount) _____
☒ No

SPENDING PLANS (N.J.A.C. 5:97-8.10)

1. Does the petition include a Spending Plan? (**Note: Pursuant to P.L. 2008 c.46, municipalities that do not submit a Spending Plan will forfeit the ability to retain development fees.**)
☒ Yes ☐ No
2. Does the Spending Plan follow the Spending Plan model **updated October 2008** and available at www.nj.gov/dca/coah/round3resources.shtml? If yes, skip to next section - Affordable Housing Ordinance.
☒ Yes ☐ No
3. If the answer to 1. above is no, indicate that the necessary items below are addressed before submitting the spending plan to COAH:

Information and Documentation

- ☐ A projection of revenues anticipated from imposing fees on development, based on actual proposed and approved developments and historical development activity;
- ☐ A projection of revenues anticipated from other sources (specify source(s) and amount(s));
- ☐ A description of the administrative mechanism that the municipality will use to collect and distribute revenues;
- ☐ A description of the anticipated use of all affordable housing trust funds pursuant to N.J.A.C. 5:97-8.7;
- ☐ A schedule for the expenditure of all affordable housing trust funds;
- ☐ A schedule for the creation or rehabilitation of housing units;
- ☐ If the municipality envisions being responsible for public sector or non-profit construction of housing, a detailed pro-forma statement of the anticipated costs and revenues associated with the development, consistent with standards required by HMFA or the DCA Division of Housing in its review of funding applications;
- ☐ If the municipality maintains an existing affordable housing trust fund, a plan to spend the remaining balance as of the date of its third round petition within four years of the date of petition;
- ☐ The manner through which the municipality will address any expected or unexpected shortfall if the anticipated revenues from development fees are not sufficient to implement the plan;
- ☐ A description of the anticipated use of excess affordable housing trust funds, in the event more funds than anticipated are collected, or projected funds exceed the amount necessary for satisfying the municipal affordable housing obligation; and
- ☐ If not part of the petition, a resolution of the governing body requesting COAH review and approval of spending plan or an amendment to an approved spending plan.

AFFORDABLE HOUSING ORDINANCE (N.J.A.C. 5:80-26.1 et seq.)

1. Does the Fair Share Plan include an Affordable Housing Ordinance?
☐ Yes ☒ No
2. Does the ordinance follow the ordinance model available at www.nj.gov/dca/coah/round3resources.shtml ? ☐ Yes ☒ No
3. If the answer to 1. or 2. above is no, indicate that the required items below are addressed before submitting to COAH. If the required items are addressed in ordinances other than an Affordable Housing Ordinance, please explain in a narrative section of the Fair Share Plan.

Required Information and Documentation

- ☒ Affordability controls
- ☒ Bedroom distribution
- ☒ Low/moderate-income split and bedroom distribution
- ☒ Accessible townhouse units
- ☒ Sale and rental pricing
- ☒ Municipal Housing Liaison
- ☒ Administrative Agent
- ☒ Reference to the Affirmative marketing plan or ordinance (N.J.A.C. 5:80-26.15)

AFFORDABLE HOUSING ADMINISTRATION (As Applicable)

Items that must be submitted with the petition:

- ☒ Governing body resolution designating a municipal housing liaison (COAH must approve)

Items that must be submitted prior to COAH's grant of Substantive Certification:

- ☐ Operating manual for rehabilitation program
- ☐ Operating manual for affordability assistance
- ☐ Operating manual for an Accessory Apartment program
- ☐ Operating manual for a Market-to-Affordable program
- ☐ COAH approved administrative agent if municipal wide

Items that must be submitted prior to any time prior to marketing completed units:

- ☐ COAH approved administrative agent(s) is project specific
- ☐ Operating manual for sale units
- ☐ Operating manual for rental units
- ☐ Affirmative marketing plan or ordinance (N.J.A.C. 5:80-26.15)

CERTIFICATION

I, _____, have prepared this petition application for substantive certification on behalf of _____. I certify that the information submitted in this petition is complete, true and accurate to the best of my knowledge. I understand that knowingly falsifying the information contained herein may result in the denial and/or revocation of the municipality's substantive certification.

Signature of Preparer (affix seal if applicable)

Date

Title

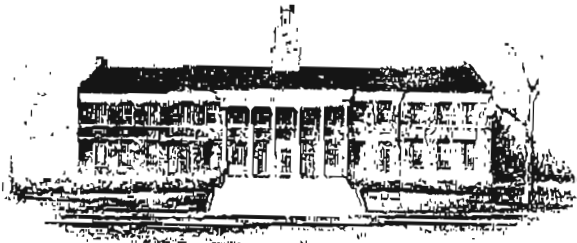
N.J.S.A. 2C:21-3, which applies to the certifications, declares it to be a disorderly person offense to knowingly make a false statement or give false information as part of a public record.

Narrative Section

The Township of Verona maintains 159 units of Section 8 housing. Parts 7 and 8 of this application form did not included a check box that would indicated that Verona does not agree with COAHs projection and seeks a downward projection due to the carring capacity of the municipality. Therefore, both 'No' boxes have been checked.

The Housing Plan does not include an affordable housing ordinance, as it is included within the zoning ordinance. The spending plan and the resolution by the Governing Body accepting the housing element will be sent under separate cover.

The municipality has included the most recent tax maps in a digital form. Please note that these tax maps are in digital form and are copyright protected. No alternation, modifications, or reproductions may be made without prior written consent of the owner.



Township of Verona

500 Bloomfield Avenue
VERONA, NEW JERSEY 07044

December 29, 2008

Lucy Voorhoeve
Executive Director
NJ Council on Affordable Housing
101 South Broad Street
Trenton, New Jersey 08625-0813

Dear Ms. Voorhoeve:

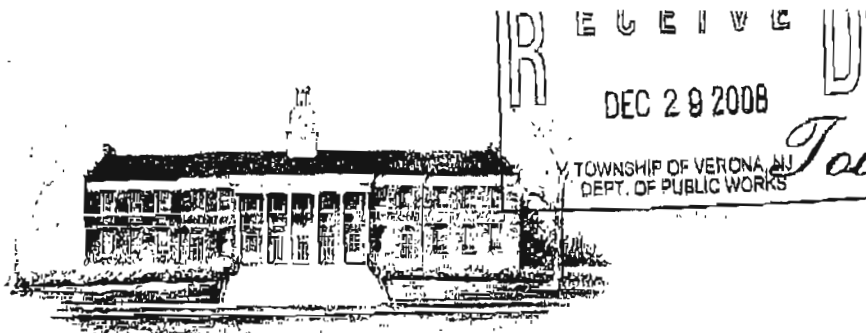
Enclosed please find three certified copies of Resolution #157 adopted December 29, 2008 by the Mayor and Council of the Township of Verona, Essex County, New Jersey, requesting that COAH review and approve the Township of Verona's spending plan. Also please find enclosed three certified copies of COAH Affordable Housing Spending Trust Plan and three certified copies of proof of publication of the Notice of Petition for Substantive Certification, published in the Verona-Cedar Grove Times newspaper on December 25, 2008.

If I can be of any further assistance, please do not hesitate to contact me.

Very truly yours,

Jean McEnroe, RMC
Municipal Clerk

c.c. Joseph Martin, Township Manager
Paul Giblin, Township Attorney
Michael DeMiro, Jr., Esq.
Noreen Dapuzzo, Planning Board Clerk



Township of Verona

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Very truly yours,

Jean McEnroe, RMC
Municipal Clerk

c.c. Joseph Martin, Township Manager
Paul Giblin, Township Attorney
Michael DeMiro, Jr., Esq.
Noreen Dapuzzo, Planning Board Clerk

RESOLUTION

No. 157

Be it resolved by the Mayor and Council of the Township of Verona, N.J., that

WHEREAS, the Governing Body of the Township of Verona petitioned the Council on Affordable Housing (COAH) for substantive certification on December 15, 2005; and

WHEREAS, the Township of Verona received approval from COAH on May 3, 2007 of its development fee ordinance; and

WHEREAS, the development fee ordinance establishes an affordable housing trust fund that includes development fees, payments from developers in lieu of constructing affordable units on-site, barrier free escrow funds, rental income, repayments from affordable housing program loans, recapture funds, proceeds from the sale of affordable units; and

WHEREAS, N.J.A.C. 5:97-8.1(d) requires a municipality with an affordable housing trust fund to receive approval of a spending plan from COAH prior to spending any of the funds in its housing trust fund; and

WHEREAS, N.J.A.C. 5:97-8.10 requires a spending plan to include the following:

1. A projection of revenues anticipated from imposing fees on development, based on pending, approved and anticipated developments and historic development activity;
2. A projection of revenues anticipated from other sources, including payments in lieu of constructing affordable units on sites zoned for affordable housing, funds from the sale of units with extinguished controls, proceeds from the sale of affordable units, rental income, repayments from affordable housing program loans, and interest earned;
3. A description of the administrative mechanism that the municipality will use to collect and distribute revenues;
4. A description of the anticipated use of all affordable housing trust funds pursuant to N.J.A.C. 5:97-8.7, 8.8, and 8.9;
5. A schedule for the expenditure of all affordable housing trust funds;
6. If applicable, a schedule for the creation or rehabilitation of housing units;

RECORD OF COUNCIL VOTE				
Mayor	Aye	Nay	Abstain	Absent
McKenna	✓			
Deputy Mayor Sniatkowski (1)	✓			
Council Members Condorelli (2)	✓			
Sapienza	✓			

Adopted by Council on December 29, 2008

Date

[Signature]
Municipal Clerk

- 2 -

RESOLUTIONNo. 157***Be it resolved by the Mayor and Council of the Township of Verona, N.J., that***

7. A pro-forma statement of the anticipated costs and revenues associated with the development if the municipality envisions supporting or sponsoring public sector or non-profit construction of housing; and
8. A plan to spend the trust fund balance as of July 17, 2008 within four years of the Council's approval of the spending plan, or in accordance with an implementation schedule approved by the Council;
9. A plan to spend and/or contractually commit all development fees and any payments in lieu of construction within three years of the end of the calendar year in which funds are collected, but no later than the end of third round substantive certification period;
10. The manner through which the municipality will address any expected or unexpected shortfall if the anticipated revenues from development fees are not sufficient to implement the plan; and
11. A description of the anticipated use of excess affordable housing trust funds, in the event more funds than anticipated are collected, or projected funds exceed the amount necessary for satisfying the municipal affordable housing obligation.

WHEREAS, the Township of Verona has prepared a spending plan consistent with N.J.A.C. 5:97-8.10 and P.L. 2008, c.46.

NOW THEREFORE BE IT RESOLVED that the Mayor and Council of the Township of Verona, County of Essex requests that COAH review and approve the Township of Verona's spending plan.

I hereby certify that the foregoing
is a true copy of a resolution
adopted by the Township Council
of the Township of Verona, New Jersey
at a meeting held on 12-29-08

Jon McEnroe
Jon McEnroe, Municipal Clerk

RECORD OF COUNCIL VOTE				
Mayor	Aye	Nay	Abstain	Absent
McKenna	✓			
Deputy Mayor Sniatkowski (1)	✓			
Council Members Condorelli (2)	✓			
Sapienza	✓			
Schmidt				✓

Adopted by Council on December 29, 2008

Jon McEnroe
Municipal Clerk

Council on Affordable Housing AFFORDABLE HOUSING SPENDING TRUST PLAN

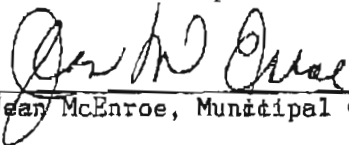
INTRODUCTION

The Township of Verona has prepared a Housing Element and Fair Share plan that addresses its regional fair share of the affordable housing need in accordance with the Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.), the Fair Housing Act (N.J.S.A. 52:27D-301) and the regulations of the Council on Affordable Housing (COAH) (N.J.A.C. 5:97-1 et seq. and N.J.A.C. 5:96-1 et seq.). A development fee ordinance creating a dedicated revenue source for affordable housing was approved by COAH on May 3, 2007 and adopted by the Township on March 5, 2007. The ordinance establishes the Township of Verona Affordable Housing Trust Fund for which this spending plan is prepared.

As of July 17, 2008, the Township of Verona has collected \$48,334.49 (+interest) expended \$0.00, resulting in a balance of \$48,334.49 as of July 17, 2008. All development fees, payments in lieu of constructing affordable units on site, funds from the sale of units with extinguished controls, and interest generated by the fees are deposited in a separate interest-bearing affordable housing trust fund in J.P. Morgan Chase for the purposes of affordable housing. These funds shall be spent in accordance with N.J.A.C. 5:97-8.7-8.9 as described in the sections that follow.

The Township of Verona first petitioned COAH for substantive certification on December 15, 2005 and received prior approval to maintain an affordable housing trust fund on May 23, 2006. As of December 31, 2004, the prior round balance remaining in the affordable housing trust fund was \$0.00. From January 1, 2005 through November 30, 2008, the Township of Verona collected an additional \$0.00 in development fees, payments in lieu of construction, other funds, and/or interest. From January 1, 2005 through November 30, 2008 the Township of Verona expended funds on the affordable housing activities detailed in section 4 of this spending plan.

I hereby certify that the foregoing is a true copy of the COAH Affordable Housing Spending Trust Plan for the Township of Verona, New Jersey dated December 29, 2008.


Jean McEnroe, Municipal Clerk

1. REVENUES FOR CERTIFICATION PERIOD

To calculate a projection of revenue anticipated during the period of third round substantive certification, the Township of Verona considered the following:

(a) Development fees:

1. Residential and nonresidential projects which have had development fees imposed upon them at the time of preliminary or final development approvals;
2. All projects currently before the planning and zoning boards for development approvals that may apply for building permits and certificates of occupancy; and
3. Future development that is likely to occur based on historical rates of development.

(b) Payment in lieu (PIL):

Actual and committed payments in lieu (PIL) of construction from developers as follows: NONE

(c) Other funding sources:

Funds from other sources, including, but not limited to, the sale of units with extinguished controls, repayment of affordable housing program loans, rental income, proceeds from the sale of affordable.
NONE

(d) Projected interest:

Interest on the projected revenue in the municipal affordable housing trust fund at the current average interest rate.

SOURCE OF FUNDS	PROJECTED REVENUES-HOUSING TRUST FUND - 2008 THROUGH 2018											
	7/18/08 Through 12/31/08	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Total
(a) Development fees:	41,170.60	10,000.	20,000	80,000.	80,000.	125,000	125,000	5,000.	5,000.	5,000.	5,000.	501,170.60
1. Approved Development												
2. Development Pending Approval												
3. Projected Development												
(b) Payments in Lieu of Construction	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
(c) Other Funds (Specify source(s))	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
(d) Interest	\$550.00	\$575.	600.	750.	750.	1,000.	1,000.	750.	250.	250.	250.	6,725.
Total	41,420.60	10,575.	20,000.	80,750.	80,750.	125,000.	125,000.	5750.	5,250.	5,250.	5,250.	507,895.

the Township of Verona projects a total of \$507,895.60 in revenue to be collected between July 18, 2008 and December 31, 2018. All interest earned on the account shall accrue to the account to be used only for the purposes of affordable housing.

2. ADMINISTRATIVE MECHANISM TO COLLECT AND DISTRIBUTE FUNDS

The following procedural sequence for the collection and distribution of development fee revenues shall be followed by the Township of Verona:

(a) Collection of development fee revenues:

Collection of development fee revenues shall be consistent with the Township of Verona's Development Fee Ordinance for both residential and non-residential developments in accordance with COAH's rules and P.L.2008, c.46, sections 8 (C. 52:27D-329.2) and 32-38 (C. 40:55D-8.1 through 8.7).

(b) Distribution of development fee revenues:

The Township intends to distribute such fees as are collected pursuant to our Development Fee Ordinance towards qualifying senior citizens, aged 62 and over, to be applied towards residential rate abatement. The program to be monitored by the Municipal Housing Liaison.

3. DESCRIPTION OF ANTICIPATED USE OF AFFORDABLE HOUSING FUNDS

(a) Rehabilitation and new construction programs and projects (N.J.A.C. 5:97-8.7)

The Township of Verona will dedicate an amount to be determined to rehabilitation or new construction programs (see detailed descriptions in Fair Share Plan) as follows:

Rehabilitation program: Amount to be determined.

New construction project(s): \$ To be determined.

(b) Affordability Assistance (N.J.A.C. 5:97-8.8)

Projected minimum affordability assistance requirement:

Actual development fees through 7/17/2008		\$48,000.00
Actual interest earned through 7/17/2008	+	\$ 334.49
Development fees projected* 2008-2018	+	\$501,170.60
Interest projected* 2008-2018	+	\$ 6,725.00
Less housing activity expenditures through 6/2/2008	-	\$ -0-
Total	=	556,230.09
30 percent requirement	x 0.30 =	\$166,869.02
Less Affordability assistance expenditures through 12/31/2004	-	\$-0-
PROJECTED MINIMUM Affordability Assistance Requirement 1/1/2005 through 12/31/2018	=	\$
PROJECTED MINIMUM Very Low-Income Affordability Assistance Requirement 1/1/2005 through 12/31/2018	÷ 3 =	\$

* Note: The 2008 portion of this projection reflects 2008 subsequent to July 17 as the remainder of 2008 is included in the actual figure reported above.

The Township of Verona will dedicate an amount to be determined from the affordable housing trust fund to render units more affordable, including an amount to be determined to render units more affordable to households earning 30 percent or less of median income by region, as follows:

Affordability assistance programs to be implemented to the extent practical

(c) Administrative Expenses (N.J.A.C. 5:97-8.9)

The Township of Verona projects that \$5,000.00 will be available from the affordable housing trust fund to be used for administrative purposes. Projected administrative expenditures, subject to the 20 percent cap, are as follows:

Used toward developing a revised housing element and fair share plan.

4. EXPENDITURE SCHEDULE

The Township of Verona intends to use affordable housing trust fund revenues for the creation and/or rehabilitation of housing units. Where applicable, the creation/rehabilitation funding schedule below parallels the implementation schedule set forth in the Housing Element and Fair Share Plan and is summarized as follows.

[illegible]

5. EXCESS OR SHORTFALL OF FUNDS

Pursuant to the Housing Element and Fair Share Plan, the governing body of the Township of Verona has adopted a resolution agreeing to fund any shortfall of funds required for implementing the Township of Verona's Senior Citizen Residential Rate Abatement Program. In the event that a shortfall of anticipated revenues occurs, the Township of Verona will pass the appropriate resolution. ...

In the event of excess funds, any remaining funds above the amount necessary to satisfy the municipal affordable housing obligation will be used to support non-senior citizen rental abatement.

6. BARRIER FREE ESCROW

Collection and distribution of barrier free funds shall be consistent with the Township of Verona's Affordable Housing Ordinance in accordance with N.J.A.C. 5:97-8.5.

SUMMARY

The Township of Verona intends to spend affordable housing trust fund revenues pursuant to N.J.A.C. 5:97-8.7 through 8.9 and consistent with the housing programs outlined in the housing element and fair share plan dated December 18, 2008.

The Township of Verona has a balance of \$48,334.49 as of July 17, 2008 and anticipates an additional \$507,895.60 in revenues before the expiration of substantive certification for a total of \$556,229.49. The township will dedicate an amount to be determined towards appropriate housing programs to be determined an amount to be determined to render units more affordable, and \$5,000.00 to administrative costs. Any shortfall of funds will be offset by taxation. The township will dedicate any excess funds toward appropriate housing programs.

SPENDING PLAN SUMMARY	
Balance as of July 17, 2008	\$48,334.49
PROJECTED REVENUE July 18, 2008-2018	
Development fees	+ \$501,170.00
Payments in lieu of construction	+ \$ N/A
Other funds	+ \$N/A
Interest	+ \$6,725.00
TOTAL REVENUE	= \$507,895.00
EXPENDITURES	
Funds used for Rehabilitation	- \$0
Funds used for New Construction	
1. <i>[list individual projects/programs]</i>	- \$
2.	- \$
3.	- \$
4.	- \$
5.	- \$
6.	- \$
7.	- \$
8.	- \$
9.	- \$
10.	- \$
Affordability Assistance	- \$
Administration	- \$5,000.00
Excess Funds for Additional Housing Activity	= \$
1. <i>[list individual projects/programs]</i>	- \$
2.	- \$
3.	- \$
TOTAL PROJECTED EXPENDITURES	= \$
REMAINING BALANCE	= \$0.00